

EPA Official Record

Mail ID: a0abf9a0bd5a43e0a80b96062ffe2a9a

From: Aoyama, Joyce

To: McArthur, Lisa

Delivered Date: 02/19/2014 01:48 PM EST

Subject: RE: Request for Your 2013 Calendar as Acting DARA - 6/16/13 - 8/10/13 - We're going electronic!

Thanks Lisa, perfect!

Thank you,

Joyce Aoyama
Regional Records Manager
ASRC Primus Solutions
U.S. EPA-Region 10, CON-078
(206) 553-2595 voice; (206) 553-0714 fax

From: McArthur, Lisa

Sent: Wednesday, February 19, 2014 10:13 AM

To: Aoyama, Joyce

Subject: RE: Request for Your 2013 Calendar as Acting DARA - 6/16/13 - 8/10/13 - We're going electronic!

Here you go!

Lisa McArthur
RCRA Program Unit Manager
Office of Air, Waste and Toxics
EPA Region 10
(206) 553-1814
mcarthur.lisa@epa.gov

From: Aoyama, Joyce

Sent: Wednesday, February 19, 2014 9:29 AM

To: McArthur, Lisa

Cc: Wells, Mike

Subject: Request for Your 2013 Calendar as Acting DARA - 6/16/13 - 8/10/13 - We're going electronic!

Hello Lisa,

Here is the message I sent to the Senior Officials for their calendars. You won't have to "print" the whole year, just the period that you were Acting. You'll only have to do Part 2 and name the file, **McArthur, Lisa – 2013 Calendar, 6-16-13 to 8-10-13**. Thanks!

With 2014 now underway, please take a moment to put an additional finishing touch on 2013. As you may know, all calendars for the EPA Executive Team members (including deputies and those in an Acting capacity) are Agency records and therefore have legal requirements for their long-term preservation.

In order to streamline the transfer of these records, all EPA Executive Team calendars will be collected in PDF format and retired in one batch. Joyce Aoyama, Regional Records Manager (ASRC Primus) will be coordinating the effort this year. Please email the calendar attachments to Joyce once your 2013 calendars have been printed to PDF. This year, it will be a two-part process with Jan 1-20, 2013 in Lotus Notes (Part 1) and Jan 21 – Dec 31, 2013 in Outlook (Part 2), so bear with us with these long instructions.

Note: If your records are subject to **Litigation Hold(s)** and have calendar entries that apply, please let us know.

Please have all printed calendars to Joyce no later than Feb. 7, 2014.

[Deleted instructions for PART 1]

PART 2: Instructions for Printing Your Outlook Calendar (Jan 21 - Dec 31, 2013)

Open the calendar you wish to print in Outlook

- From the File menu select Print
- Under "Print Style " select **"Calendar Details Style."**
- Under "Print Range" select the date range you wish to print (1/21/2013-12/31/2013) for those holding the position all year, (or a specific date range for new members in 2013 or those in Acting capacity).
- Check the box for "Hide details of private appointments."
- When printing, select **Adobe PDF** as your printer and name the file, **"Last Name, First Name – 2013 Calendar, 1-21-13 to 12-31-13, Part 2"** (unless your ET role started after 1/20/13 – If so, please name it **"Last Name, First Name – 2013 Calendar from MM-DD-YY to MM-DD-YY"**)
- Email your calendar attachment to aoyama.joyce@epa.gov

Print

Printer

Name: Xerox Phaser 5550DN-7 contrator area Properties

Status:

Type: Xerox Phaser 5550DN PCL6

Where: ☐ Print to file

Comment:

Print this calendar: Calendar

Print style

☐ Tri-fold Style
☒ Calendar Details Style
 Page Setup...
Define Styles..

Print

☒ All
☐ Page range

Print range

Start: Mon 1/21/2013

End: Tue 12/31/2013

☒ Hide details of private appointments

Copies

Number of pages: All

Number of copies: 1

☐ Collate copies

☐ 1 ☐ 1 ☐ 2 ☐ 2 ☐ 3 ☐ 3

OK Cancel Preview

Thank you for your attention to this requirement. If you have any questions, please contact: Mike Wells, Records Liaison Officer @ x3-4252; or Joyce Aoyama (ASRC Primus), Contract Records Manager @ x3-2595, aoyama.joyce@epa.gov.

Thank you,

Joyce Aoyama
 Regional Records Manager
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 U.S. EPA-Region 10, CON-078
 (206) 553-2595 voice; (206) 553-0714 fax